

Adult, Child & Family Services Division

Office of Adoption

Adoption Subsidy Payroll System

(ASP)

User's Guide

INSTRUCTIONS
FOR
USING ASP SYSTEM

July 22, 1997

ADOPTION SUBSIDY PAYROLL SYSTEM

1. To bring up the ASP Main Menu:

- From the Program Manager in Windows, Double Click on the Adult Child & Family services Division ICON



AC&FSD

- Double Click on the Adoption Subsidy Payroll ICON



Adoption
Subsidy
Payroll

You should get the following menu:



ADOPTION SUBSIDY



HISTORY MENU



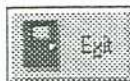
LOOKUP TABLES MENU



REPORT MENU



MAINTENANCE



Exit

Select the desired option by clicking on the appropriate button.

- ADOPTION SUBSIDY - Enter Payee/Child/Subsidy Information.
- HISTORY MENU - View Payment History
- LOOKUP TABLES MENU - Edit Lookup Table values
- REPORT MENU - Monthly, Financial & Adoption Subsidy Payroll Reports
- MAINTENANCE - House Cleaning
- Exit - Exits Paradox and returns to Windows

Section I
Adoption Subsidy

SECTION I: ADOPTION SUBSIDY

[illegible]

When the ASP Payee/Child screen appears, Paradox is already in the edit mode and a blank record automatically comes up for data entry. If you do not wish to enter a new record you may use the **Locate** and/or **Loc(ate) Next** buttons to find the record you want.

If you decide to change the **Payee ID** or the **Child's SSN/T#** after the record has been added/posted, the new **Payee ID** and/or **Child's SSN/T#** will automatically update in all corresponding tables of related information for that payee and/or child. If the **Payee ID** and **Child SSN/T#** changes, you will be prompt for confirmation on these changes.

PRIMARY PAYEE ID# CHANGE

Are you sure you want to change the Primary Payee ID#?

CHILD SSN CHANGE

Are you sure you want to change this Child's SSN?

In order to move through the child table, you may use the up/down, left/right arrow keys or you may use the scroll bars to the right and bottom of the table frame.

All dates must be entered with the century format, i.e., MM/DD/YYYY.

Only one record per payee may be entered. Each payee may have multiple child records.

Fields Names and Descriptions:

Payee Info:

Primary Payee ID: REQUIRED - enter primary payee's SSN. Must be 9 digits. ASP System will automatically put in the dashes. You only need to enter the numbers.

Primary ID Suffix: enter the suffix, must be 2 digits.

Greeting: Use CTRL Spacebar for lookup values for this field. Additional values may be added via lookup menu.

Title: enter the title/degrees of primary payee, up to 15 characters.

Last Name: REQUIRED - enter the last name of primary payee, up to 20 characters.

First Name: REQUIRED - enter the first name of primary payee, up to 15 characters.

Middle Initial: enter the middle initial of primary payee, 1 character.

And/Or: enter for two payees to have "and" or "or" printed on payroll check, default will be "and".

S/F Indicator: Enter an F for facility if a business name is used or S for spouse if the spouse's name of primary payee is used as the secondary payee. This field may be left blank if no secondary name is used. The purpose of this indicator is for use on the payroll reports and in correspondence letters. For example, on the payroll reports, if the S/F indicator is an "S", the payee name on the report will look as follows:

Primary Payee
and Secondary Payee

If the S/F indicator is an "F" the payee name will look as follows:

Primary Payee
Facility Name

Name: enter name of facility or spouse, up to 40 characters. If entering spouse's name, type name in the following format: First MI. Last. Type the spouse or facility name as you want it to appear on the reports. For spouse's name do not enter the greeting, Mrs., Mr., etc.

C/O: Enter c/o name if needed for mailing purposes, up to 40 characters. Do not enter "c/o". This will be done automatically for you on the system generated reports. Enter the name exactly as you want it to appear on the report.

Address: enter street address of primary payee, up to 40 characters.

City: enter city, up to 20 characters.

State: enter state, 2 characters. Default value set to AL.

Zip: enter zip code. Will take 5 or 9 digit zip code.

Telephone: enter telephone number with area code. Format: (###) ###-####.

County: use CTRL Spacebar for lookup values for this field. Additional counties can be added via lookup menu.

Child Info:

Child SSN/T#: REQUIRED - enter SSN/T# of child. ASP System will automatically put in the dashes for you. Format: ###-##-###X

Last Name: REQUIRED - enter the last name of child, up to 25 characters.

First Name: REQUIRED - enter the first name of child, up to 15 characters.

Middle Initial: enter the middle initial of child, 1 character.

DOB: Enter child's date of birth. Format: MM/DD/YYYY

Placement Date: enter date of placement of child. Format: MM/DD/YYYY

Ward/Case Number: Enter the ward/case number for child, up to 10 characters.

Medicaid Flag: indicate with either a Y(es) or N(o), if child is receiving Medicaid. This flag is used to determine if a cc: Medicaid is to be place on the termination and re-certification letters that are generated by this system.

Memo: enter any comments about child.

1. To find a particular record in the database:

- Click on the Locate button.
- Locate Value Dialog box appear.
- Choose the field that contains the value you want to locate. Select field by clicking on the down arrow under Fields located near the bottom of the dialog box.
- Choose if you want Paradox to match capitalization.
- Choose the pattern matching option you want. For more information on pattern matching see Appendix A.
- Enter value to search in the value box.
- Click on the OK button.
- After the locate is completed a dialog box will be displayed if the locate was not successful. Click on the OK button. If the locate was successful, the record with the first occurrence of that value will be displayed on the screen.

2. To find the next occurrence of locate value:

- Click on Locate Next button.
- After the locate next is completed a dialog box will be displayed if the locate next was not successful. Click on the OK button. If the locate next was successful, the record with the next occurrence of that value will be displayed on the screen.

3. To add a new record:

- Click on the New Payee button.

The following fields are required to enter a new Payee record for the ASP System:

Primary Payee ID (must be 9 digit SSN, do not enter "-", this will automatically be entered for you)

Last Name of Primary Payee

First Name of Primary Payee

The following fields are required to enter a new Child record:

Child SSN/T# (must be at least 8 digits, do not enter "-", this will automatically be entered for you)

Child's Last Name

Child's First Name

To continue adding new records click on the New ASP button to bring up a blank data entry screen.

4. To Cancel Input or "UNDO":

- Pressing this button will "undo" any changes made while you are editing the Payee information or the child information. Note: Once you have move off the payee information to the child information, the **Cancel Input** button will not "undo" changes to the payee information, only to the child information.

5. To print payee record:

- Function Not Available.

6. To return to Main Menu:

- Click on Main Menu button.

7. To Delete a Payee:

- Locate payee you wish to delete.
- Click on the Delete Payee button.
- Confirm Delete by clicking on the Yes, No or Cancel button.

IMPORTANT: *Deleting a payee record will also automatically delete each associated child record(s), subsidy record(s), and/or payment record(s) that are related to that payee.*

8. To Delete a Child:

- Locate the child you wish to delete and click on that child's SSN/T#.
- Click on the Delete Child button.
- Confirm Delete by clicking on the Yes, No or Cancel button.

IMPORTANT: *Deleting a child record will also automatically delete each associated subsidy record(s), and/or payment record(s) that are related to that child.*

9. To View or Change Subsidy Information:

- Locate payee and child you wish to view or change subsidy information and click on that child's SSN/T#.
- Click on the Subsidy button.

NOTE: Must have required payee and child data entered before proceeding to Subsidy Screen

SUBSIDY INFORMATION

[illegible]

When the Subsidy screen appears, Paradox is already in the edit mode.

In order to move through the tables you may use the up/down, left/right arrow keys or the scroll bars attached to right and bottom of the table frames.

Each child can have multiple subsidy records. Each subsidy can have multiple payment records.

Field Names and Descriptions:

Subsidy Info:

Subsidy Type: REQUIRED - use CTRL Spacebar for lookup values for this field. Additional values may be added via lookup menu.

Subsidy: Description of subsidy type, not entered by the user, generated by the ASP System.

Date Effective: REQUIRED - enter date subsidy became effective. Format DD/MM/YYYY. For State and Federal Subsidies, entering this date will trigger automatically initializing the **Recertification Date** to one year from the Date Effective for Federal and State subsidies only.

The following fields are for State and Federal Subsidy use only.

Recertification Date: REQUIRED - enter date of re-certification. Once re-certification forms have been received enter new re-certification date. Once this date is changed to indicate a re-certification has occurred, a re-certification completion letter is automatically generated for this family and the following fields are reset to blank values:

Term. Code

Termination Date

Initial Recert Letter Sent

Date IRL Sent

2nd Notice

Date 2nd Notice Sent

Term. Notice

Date TN Sent

Amount State & Federal: enter the amount of the subsidy.

No Money Payment: enter "Y" if you do not want this subsidy payment generated on a payroll, or enter "N" if this is to appear on a subsidy payroll. The default for this field will be "N".

Term. Code: use CTRL Spacebar for lookup values for this field. Additional codes may be added via lookup menu. Will be automatically generated by ASP System when maximum age is reached or failure to re-certify occurs.

Termination Reason: description of Term. Code, not entered by the user, generated by the ASP System.

Termination Date: enter date of termination. May also be automatically generated by ASP System when maximum age is reached or failure to re-certify occurs. Format DD/MM/YYYY

Emancipation Date: enter date child is to be emancipated. Format DD/MM/YYYY

The following fields are generated by the ASP System, but may be overridden by the user

Initial Recert Letter Sent: indicates with an X whether an initial re-certification letter has been generated, this is done automatically by the ASP System.

Date IRL Sent: date initial re-certification letter was sent/generated by the ASP System. Format DD/MM/YYYY

2nd Notice: indicates with an X whether a 2nd notice for re-certification has been generated by the ASP System.

Date 2nd Notice Sent: date 2nd notice of re-certification due letter was sent/generated by the ASP System. Format DD/MM/YYYY

Term. Notice: indicates with an X whether a final termination notice was sent/generated by the ASP System.

Date TN Sent: date termination notice was sent/generated by the ASP System.
Format DD/MM/YYYY

Payment History Info:

Year/Month: REQUIRED - enter the year and month of payment. Format YYYY/MM

of Days: enter the number of days in month payment covers.

Rate: enter the payment rate.

Amount: REQUIRED - enter the amount of payment.

Invoice Number: enter the invoice number.

Payroll Status: REQUIRED - automatically entered by the ASP System. When payment is initially entered the payroll status is set to R (Ready to Print). Once the payroll has been run, the payroll status is set to P (Printed).

1. To find a particular record in the Subsidy or Payment History:

- Click on the Locate button
- Locate Value Dialog box appears
- Choose the field that contains the value you want to locate. Select field by clicking on the down arrow under fields located near the bottom of the dialog box.
- Choose if you want Paradox to match capitalization
- Choose the pattern matching option you want. For more information on pattern matching see Appendix A.
- Enter value to search in the value box.
- Click on the OK button
- After the locate is completed a dialog box will be displayed if the locate was not successful. Click on the OK button. If the locate was successful, the record with the first occurrence of that value will be displayed on the screen.

2. To find the next occurrence of locate value:

- Click on Locate Next button
- After the locate next is completed a dialog box will be displayed if the locate next was not successful. Click on the OK button. If the locate next was successful, the record with the next occurrence of that value will be displayed on the screen.

3. To add a new record:

- Click on the New Record button

The following fields are required to enter a new Subsidy record for the ASP System:

Subsidy Type
Date Effective

The following fields are required to enter a new Payment History record for the ASP System:

Year/Month
Amount
Payroll Status

To continue adding new records click the New Record button.

4. To Cancel Input or "UNDO":

- Pressing this button will "undo" any changes made while your are editing the Subsidy or Payment History information. Note: Once you have moved off the Subsidy table to the Payment History table and vice versa, the **Cancel Input** button will not "undo" changes to the Subsidy table, only to the Payment History table and vice versa.

5. To return to Main Menu:

- Click on Main Menu button

6. To return to the ASP Payee/Child Information Screen:

- Click on the Payee Info button

7. To delete a Subsidy record:

- Locate the Subsidy record you wish to delete.
- Click on the Delete Subsidy button.
- Confirm Delete by clicking on the Yes, No or Cancel button.

IMPORTANT: Deleting a subsidy record will also delete all records associated with that subsidy such as payment history.

8. To delete a Payment History record:

- Locate the Payment record you wish to delete
- Click on the Delete Paymnt button.
- Confirm Delete by clicking on the Yes, No or Cancel button.




~~X~~ deletes - only that particular record
history for that year & month
ex: 2001/01

Section II

Payment History Menu

SECTION II: HISTORY MENU

From the **Main Menu** click on the History Menu button. The following screen should appear:

-  Child/Subsidy Payment History
-  Child Payment History
-  Payee Payment History



Select the desired option by clicking on the appropriate button.

- Child/Subsidy Payment History
- Child Payment History
- Payee Payment History

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1. To return to the History Menu:
 - Click on the History Menu button
2. To find a particular record in the database:
 - Click on the field you wish to search on
 - Click on the Locate button
 - Locate Value Dialog box appears
 - Choose the field that contains the value you want to locate. Select field by clicking on the down arrow under Fields located near the bottom of the dialog box.
 - Choose if you want Paradox to match capitalization
 - Choose the pattern matching option you want. For more information on pattern matching see Appendix A.
 - Enter value to search in the value box.
 - Click on the OK button
 - After the locate is completed a dialog box will be displayed if the locate was not successful. Click on the OK button. If the locate was successful, the record with the first occurrence of that value will be displayed on the screen.

3. To find the next occurrence of locate value:

- Click on Locate Next button
- After the locate next is completed a dialog box will be displayed if the locate next was not successful. Click on the OK button. If the locate next was successful, the record with the next occurrence of that value will be displayed on the screen.

4. Print History:

- This function not available

CHILD PAYMENT HISTORY

This screen allows you to view all the payments to a particular child. Find the child you want using the locate buttons. The payments are sorted by subsidy type and the year and month in which the payment occurred.

[illegible]

1. To return to the History Menu:
 - Click on the History Menu button
2. To find a particular record in the database:
 - Click on the field you wish to search on
 - Click on the Locate button
 - Locate Value Dialog box appears
 - Choose the field that contains the value you want to locate. Select field by clicking on the down arrow under Fields located near the bottom of the dialog box.
 - Choose if you want Paradox to match capitalization
 - Choose the pattern matching option you want. For more information on pattern matching see Appendix A.
 - Enter value to search in the value box.
 - Click on the OK button
 - After the locate is completed a dialog box will be displayed if the locate was not successful. Click on the OK button. If the locate was successful, the record with the first occurrence of that value will be displayed on the screen.

3. To find the next occurrence of locate value:

- Click on Locate Next button
- After the locate next is completed a dialog box will be displayed if the locate next was not successful. Click on the OK button. If the locate next was successful, the record with the next occurrence of that value will be displayed on the screen.

4. Print History:

- This function not available

This screen allows you to view all the payment to a particular payee. Find the payee you want using the locate buttons. The payments are sorted by the child's ID, the subsidy type and the year and month in which the payment occurred.

1. To return to the History Menu:

2. To find a particular record in the database:

- Click on the field you wish to search on
- Click on the Locate button
- Locate Value Dialog box appears
- Choose the field that contains the value you want to locate. Select field by clicking on the down arrow under Fields located near the bottom of the dialog box.
- Choose if you want Paradox to match capitalization
- Choose the pattern matching option you want. For more information on pattern matching see Appendix A.
- Enter value to search in the value box.
- Click on the OK button
- After the locate is completed a dialog box will be displayed if the locate was not successful. Click on the OK button. If the locate was successful, the record with the first occurrence of that value will be displayed on the screen.

3. To find the next occurrence of locate value:

- Click on Locate Next button
- After the locate next is completed a dialog box will be displayed if the locate next was not successful. Click on the OK button. If the locate next was successful, the record with the next occurrence of that value will be displayed on the screen.

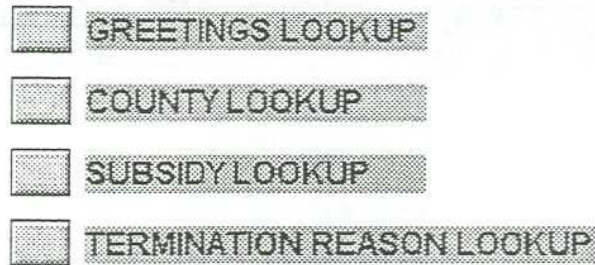
4. Print History:

- This function not available

Section III
Lookup Tables

SECTION III: LOOKUP TABLES MENU

From the **Main Menu** click on the Lookup Tables Menu button. The following screen should appear:



Select the desired option by clicking on the appropriate button.

- Greetings Lookup
- County Lookup
- Subsidy Lookup
- Termination Reason Lookup

This screen allows you to edit the Greeting table. You may add, delete or change a greeting.

When the ASP Greeting Lookup screen appears, Paradox is already in the edit mode and a blank record automatically comes up for data entry. In order to move through the greeting table you may use the up/down arrow keys or you may use the scroll bar to the right of the table frame.

- Click on the Locate button
- Locate Value Dialog box appears
- Choose if you want Paradox to match capitalization
- Choose the pattern matching option you want. For more information on pattern matching see Appendix A.
- Enter value to search in the value box.
- Click on the OK button
- After the locate is completed a dialog box will be displayed if the locate was not successful. Click on the OK button. If the locate was successful, the record with the first occurrence of that value will be displayed on the screen.

2. To find the next occurrence of locate value:

- Click on **Locate Next** button
- After the locate next is completed a dialog box will be displayed if the locate next was not successful. Click on the OK button. If the locate next was successful, the record with the next occurrence of that value will be displayed on the screen.

3. To add a new record:

- Click on the **New Greeting** button.

4. To Cancel Input or "UNDO":

- Pressing this button will "undo" any changes made while you are editing the greeting information.

5. To return to Lookup Menu:

- Click on **Lookup Menu** button.


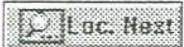


6. To Delete a Greeting:

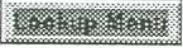

- **Locate** or click on the greeting you wish to delete
- Click on the **Delete Greeting** button
- Confirm Delete by clicking on the Yes, No or Cancel button.

COUNTY LOOKUP

This screen allows you to edit the County table. You may add, delete or change a county.

DEPARTMENT OF HUMAN RESOURCES - [ASP COUNTY LOOKUP]		
File Edit View Form Record Properties Tools Window Help		
County Code	County Name	
01	AUTAUGA	+
02	BALDWIN	
03	BARBOUR	
04	BIBB	
05	BLOUNT	
06	BULLOCK	
07	BUTLER	
08	CALHOUN	
09	CHAMBERS	
10	CHEROKEE	
11	CHILTON	
	CHOCTAW	

12 of 68 [COUNTY.DB] Edit

When the ASP County Lookup screen appears, Paradox is already in the edit mode and a blank record automatically comes up for data entry. If you do not wish to enter a new county record you may use the Locate and/or Loc(ate) Next buttons to find the record you want.

In order to move through the county table you may use the up/down, left/right arrow keys or you may use the scroll bars to the right of the table frame.

1. To find a particular record in the database:

- Click on the field you wish to search on
- Click on the Locate button
- Locate Value Dialog box appears
- Choose the field that contains the value you want to locate. Select field by clicking on the down arrow under Fields located near the bottom of the dialog box.
- Choose if you want Paradox to match capitalization
- Choose the pattern matching option you want. For more information on pattern matching see Appendix A.
- Enter value to search in the value box.
- Click on the OK button

- After the locate is completed a dialog box will be displayed if the locate was not successful. Click on the OK button. If the locate was successful, the record with the first occurrence of that value will be displayed on the screen.

2. To find the next occurrence of locate value:

- Click on Locate Next button
- After the locate next is completed a dialog box will be displayed if the locate next was not successful. Click on the OK button. If the locate next was successful, the record with the next occurrence of that value will be displayed on the screen.

3. To add a new record:

- Click on the New County button.

4. To Cancel Input or "UNDO":

- Pressing this button will "undo" any changes made while you are editing the county information.

5. To return to Lookup Menu:

- Click on Lookup Menu button.

6. To Delete a County:

- Locate or click on the greeting you wish to delete
- Click on the Delete County button
- Confirm Delete by clicking on the Yes, No or Cancel button.

This screen allows you to edit the Subsidy Type table. You may add, delete, or change a subsidy.

Empty record [-WORK:ASPLUSUB.DB]	Edit		
----------------------------------	------	--	--

1. To find a particular record in the database:

- Click on the field you wish to search on
- Click on the Locate button
- Locate Value Dialog box appears
- Choose the field that contains the value you want to locate. Select field by clicking on the down arrow under Fields located near the bottom of the dialog box.
- Choose if you want Paradox to match capitalization
- Choose the pattern matching option you want. For more information on pattern matching see Appendix A.
- Enter value to search in the value box.
- Click on the OK button
- After the locate is completed a dialog box will be displayed if the locate was not successful. Click on the OK button. If the locate was successful, the record with the first occurrence of that value will be displayed on the screen.

2. To find the next occurrence of locate value:

- Click on Locate Next button
- After the locate next is completed a dialog box will be displayed if the locate next was not successful. Click on the OK button. If the locate next was successful, the record with the next occurrence of that value will be displayed on the screen.

3. To add a new record:

- Click on the New Subsidy button.

4. To Cancel Input or "UNDO":

- Pressing this button will "undo" any changes made while you are editing the county information.

5. To return to Lookup Menu:

- Click on Lookup Menu button.

6. To Delete a Subsidy:

- Locate or click on the subsidy you wish to delete
- Click on the Delete Subsidy button
- Confirm Delete by clicking on the Yes, No or Cancel button.

TERMINATION REASON LOOKUP

This screen allows you to edit the Termination Reason table. You may add, delete, or change a termination reason.

Termination Code	Termination Reason
01	AGE
02	DEATH
03	FAILURE TO BE RECERTIFIED
10	OTHER

Buttons: Locate, Loc. Next, New Term., CANCEL INPUT, Lookup Menu, Delete Term.

Status bar: Empty record [WORK:ASPLUTER.DBF] Edit

When the ASP Termination Reason Lookup screen appears, Paradox is already in the edit mode and a blank record automatically comes up for data entry. In order to move through the termination reason table, you may use the up/down, left/right arrow keys or you may use the scroll bar to the right of the table frame.

1. To find a particular record in the database:

- Click on the field you wish to search on
- Click on the Locate button
- Locate Value Dialog box appears
- Choose the field that contains the value you want to locate. Select field by clicking on the down arrow under Fields located near the bottom of the dialog box.
- Choose if you want Paradox to match capitalization
- Choose the pattern matching option you want. For more information on pattern matching see Appendix A.
- Enter value to search in the value box.
- Click on the OK button
- After the locate is completed a dialog box will be displayed if the locate was not successful. Click on the OK button. If the locate was successful, the record with the first occurrence of that value will be displayed on the screen.

2. To find the next occurrence of locate value:

- Click on Locate Next button
- After the locate next is completed a dialog box will be displayed if the locate next was not successful. Click on the OK button. If the locate next was successful, the record with the next occurrence of that value will be displayed on the screen.

3. To add a new record:

- Click on the New Term. button.

4. To Cancel Input or "UNDO":

- Pressing this button will "undo" any changes made while you are editing the termination reason information.

5. To return to Lookup Menu:

- Click on Lookup Menu button.

6. To Delete a Termination Reason:

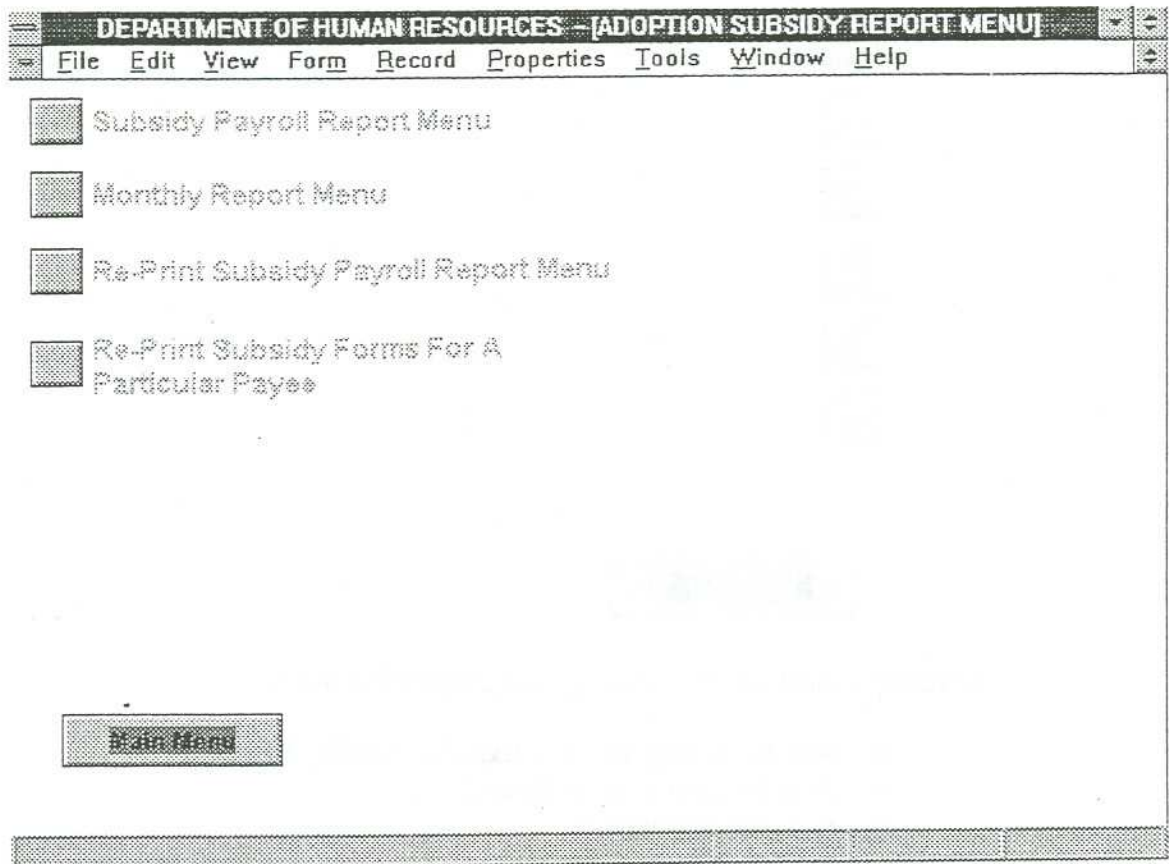
- Locate or click on the termination reason you wish to delete
- Click on the Delete Term. button
- Confirm Delete by clicking on the Yes, No or Cancel button.

Section IV

Reports

SECTION IV: REPORT MENU

From the Main Menu click on the Report Menu button. The following screen should appear:



Select the desired option by clicking on the appropriate button.

- Subsidy Payroll Report Menu
- Monthly Report Menu
- Re-Print Subsidy Payroll Report Menu
- Re-Print Subsidy Form For A Particular Payee

SECTION IV-A: SUBSIDY PAYROLL REPORT MENU

From the Report Menu click on the Subsidy Payroll Report Menu button. The following screen should appear.

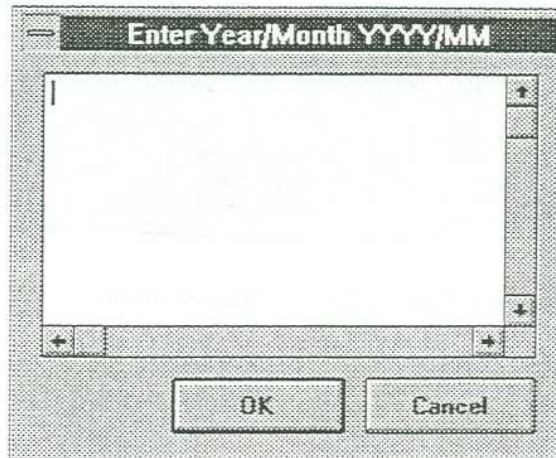
- ☐ Non-Recurring Adoption Expenses Subsidy Payroll
- ☐ State Medical Subsidy Payroll
- ☐ State Subsidy Payroll
- ☐ Federal Subsidy Payroll
- ☐ SSI Subsidy Payroll
- ☐ Social Security/VA Subsidy Payroll

Report Menu

Select the desired option by clicking on the appropriate button.

- Non-Recurring Adoption Expenses Subsidy Payroll
- State Medical Subsidy Payroll
- State Subsidy Payroll
- Federal Subsidy Payroll
- SSI Subsidy Payroll
- Social Security/VA Subsidy Payroll

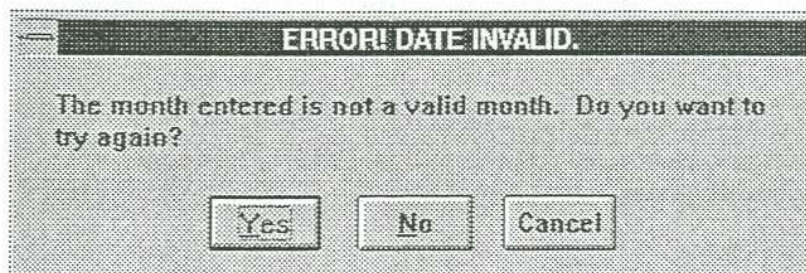
For each of the subsidy payrolls you will be prompted to enter the year and month for which the payroll is to be run with the following box:



A dialog box titled "Enter Year/Month YYYY/MM". It features a large text input field with a vertical cursor at the beginning. To the right of the input field are two small vertical arrows (up and down). Below the input field are two buttons labeled "OK" and "Cancel".

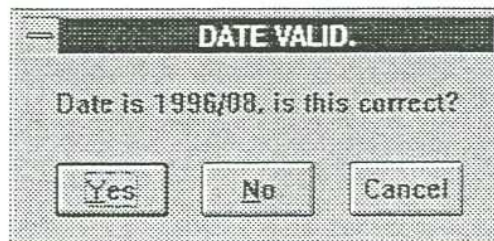
You must enter a four digit year followed by a "/", followed by a 2 digit month. For example, 1996/08.

If the date entered is invalid you will be shown an error box stating what the error is. You will then be given the option of quitting (No or Cancel) or re-entering (Yes) the date.



An error dialog box titled "ERROR! DATE INVALID.". The text inside reads: "The month entered is not a valid month. Do you want to try again?". At the bottom are three buttons labeled "Yes", "No", and "Cancel".

Once a valid year and month have been entered, you will be asked to confirm if the year and month are correct. If you select No, you will be given the option to enter another date. If you select Cancel the process will terminate and you will return to the Subsidy Payroll Report Menu.

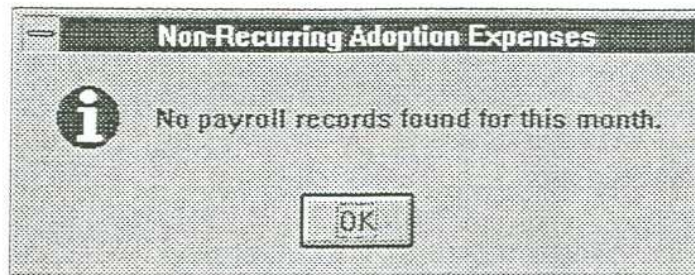


A confirmation dialog box titled "DATE VALID.". The text inside reads: "Date is 1996/08. is this correct?". At the bottom are three buttons labeled "Yes", "No", and "Cancel".

Next, the following message will appear at the bottom of the screen:

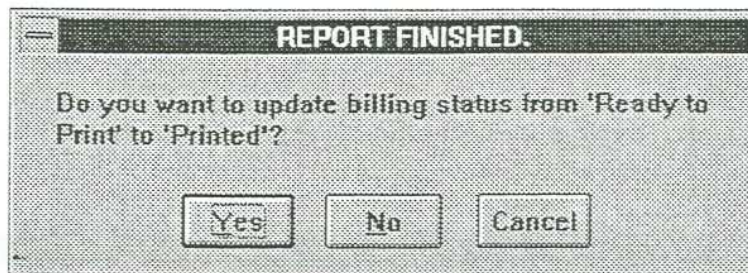
Please wait...Querying database.

If no payroll records are found, the following message box will appear on your screen:



Click on **OK** to return the Subsidy Payroll Report Menu.

Otherwise, if payroll records are found, a report will be printed and you will be prompted as to whether you want to update the payable table to change the payroll status from "Ready to Print" to "Printed."



Clicking on **Yes** will update the payable file. Clicking on **No** or **Cancel** will exit the print program and return to the Subsidy Payroll Report Menu. This gives you the flexibility to view an upcoming payroll without having to update the billing status in the payable table.

SECTION IV-B: MONTHLY REPORT MENU

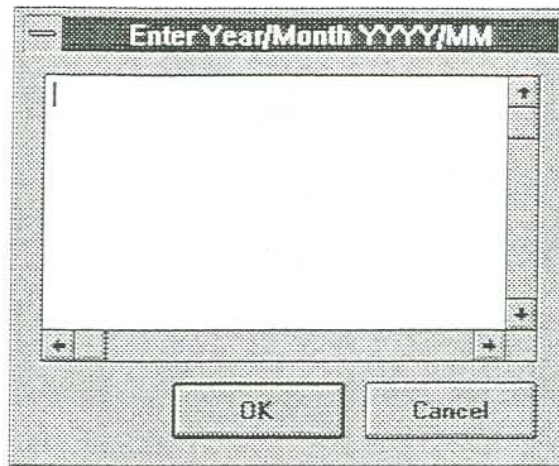
From the Report Menu click on the Monthly Report Menu button. The following screen should appear.

<input type="checkbox"/>	Monthly Statistical Data Report for Finance
<input type="checkbox"/>	Monthly Statistical Data Report for Management Analysis
<input type="checkbox"/>	Monthly Listing of Recertifications
<input type="checkbox"/>	Monthly Listing of Terminations Due to Age
<input type="checkbox"/>	Second Notice of Recertifications
<input type="checkbox"/>	Final Notice of Recertifications
<input type="button" value="Report Menu"/>	

Select the desired option by clicking on the appropriate button.

- Monthly Statistical Data Report for Finance
- Monthly Statistical Data Report for Management Analysis
- Monthly Listing of Recertifications
- Monthly Listing of Terminations
- Second Notice of Recertifications
- Final Notice of Recertifications

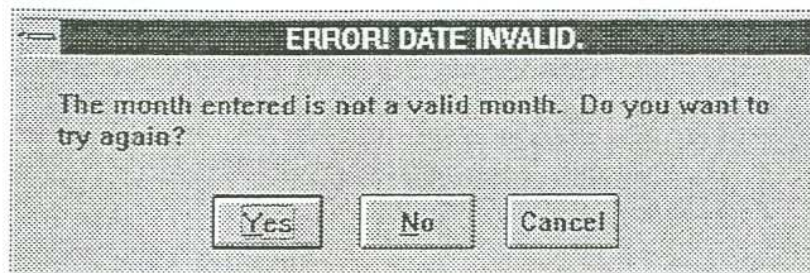
For each of the monthly reports you will be prompted to enter the year and month for which the desired report is to be run with the following box:



A dialog box titled "Enter Year/Month YYYY/MM". It features a large text input field with a vertical cursor at the beginning. Below the input field are two buttons: "OK" and "Cancel".

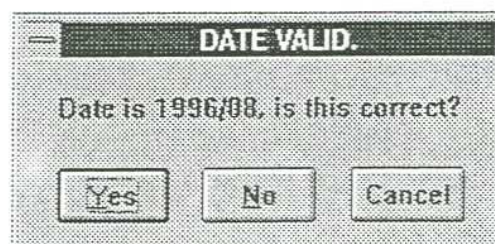
You must enter a four digit year followed by a "/", followed by a 2 digit month. For example, 1996/08.

If the date entered is invalid you will be shown an error box stating what the error is. You will then be given the option of quitting (No or Cancel) or re-entering (Yes) the date.



An error dialog box titled "ERROR! DATE INVALID.". The text inside reads: "The month entered is not a valid month. Do you want to try again?". At the bottom are three buttons: "Yes", "No", and "Cancel".

Once a valid year and month have been entered, you will be asked to confirm if the year and month is correct. If you select No, you will be given the option to enter another date. If you select Cancel the process will terminate and you will return to the Subsidy Payroll Report Menu.



A confirmation dialog box titled "DATE VALID.". The text inside reads: "Date is 1996/08, is this correct?". At the bottom are three buttons: "Yes", "No", and "Cancel".

MONTHLY STATISTICAL DATA REPORT FOR FINANCE

This report is generated for Finance Division of DHR and is made up of current month and previous month's data. Current month is considered the month and year entered for this report. This report shows the number of children and total amount of payments for three subsidies, Federal, Non-recurring Expenditures and State.

Using our previous date example, the current month would be August 1996 (1996/08). The previous month would be July 1996 (1996/07).

Previous months totals are determined as follows:

of Children that Were Receiving Subsidy Last Day of Previous Month:

If a child was receiving Federal, Non-Recurring or State subsidy during the previous month, and the Effective date of that subsidy is \leq the last day of the previous month and if terminated, the termination date is $>$ the last day of previous month, that child is counted and the amount of that child's subsidy is accumulated.

Following our example, all children whose effective date for the subsidy that is \leq the last day of July 31, 1996 and if terminated, were not terminated before July 31, 1996 would be counted and the subsidy amount would be accumulated.

Current months totals are determined as follows:

of Children whose Subsidy Ended During Month

If a child was receiving Federal, Non-Recurring or State subsidy during the current month and the Effective Date of that subsidy is $<$ the first day of the current month and if terminated, the termination date is $<$ the last day of the current month, that child is counted and the amount of that child's subsidy is accumulated.

This is for Federal and State subsidies only. The number decreased and amount decreased is determined by comparing the amount of the subsidy from the current month to the amount received in the prior month. If the prior month's subsidy amount is $>$ the current month's subsidy amount, then the number decreased is incremented by 1 and the amount decreased is accumulated with the current month's subsidy amount.

Following our example, all children whose effective date for the subsidy that is $<$ August 01, 1996 and if terminated, were terminated before August 31, 1996 would be counted and the subsidy amount would be accumulated.

of Children whose Subsidy Began During Month

If a child was receiving Federal, Non-Recurring or State subsidy during the current month and the Effective Date of that subsidy is \geq the first day of the current month, that child is counted and the amount of that child's subsidy is accumulated.

This is for Federal and State subsidies only. The number increased and amount increased is determined by comparing the amount of the subsidy from the current month to the amount received in the prior month. If the prior month's subsidy amount is $<$ the current month's subsidy amount, then the number increased is incremented by 1 and the amount increased is accumulated with the current month's subsidy amount.

Following our example, all children whose effective date for the subsidy that is \geq August 01, 1996 would be counted and the subsidy amount would be accumulated.

MONTHLY STATISTICAL DATA REPORT FOR MANAGEMENT ANALYSIS

This report is generated for Management Analysis and is made up of current month data. Current month is considered the month and year entered for this report. Only section C is generated by the ASP system. Section C shows the itemized number of children and total amount of payments for the subsidies received in the current month.

Using our previous date example, the current month would be August 1996 (1996/08).

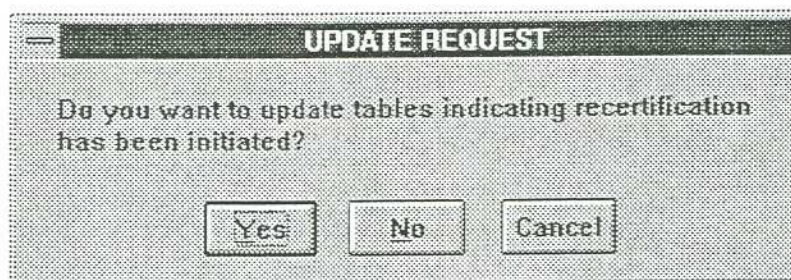
Itemized totals are generated for Non-Recurring, State Medical, SSI and SS/VA combined, Federal and State subsidies.

MONTHLY LISTING OF RECERTIFICATIONS

This report generates a listing of children receiving State and/or Federal subsidies who are due for re-certification for the year and month entered. Re-certification due is determined by the following criteria:

- Subsidy is not terminated
- Re-certification Date is not blank
- Re-certification Year and Month is = to year and month entered
- No initial re-certification letter has already been sent

This report will also trigger printing the initial re-certification due letters and the Federal and/or State subsidy forms. After you have entered the year and month you will be prompted with the box shown below as to whether or not you want to update the subsidy table indicating initial re-certification notification has occurred.



A dialog box titled "UPDATE REQUEST" with a question and three buttons.

UPDATE REQUEST

Do you want to update tables indicating recertification has been initiated?

If you want to print the listing of children due for re-certification and the Initial Re-certification letters and the appropriate subsidy forms and update the subsidy table showing that the initial letters have been generated, click on the Yes button.

If you only want to print a listing of children due for re-certification click on the No button.

Clicking on the Cancel will terminate the report program and return you the Monthly Report Menu.

The return date on the Initial Re-certification Letter is the last day of the year and month in which the report is run. For example, if you run this report in November the return date will be November 30. This date is not determined by the month and year you entered, but by today's date.

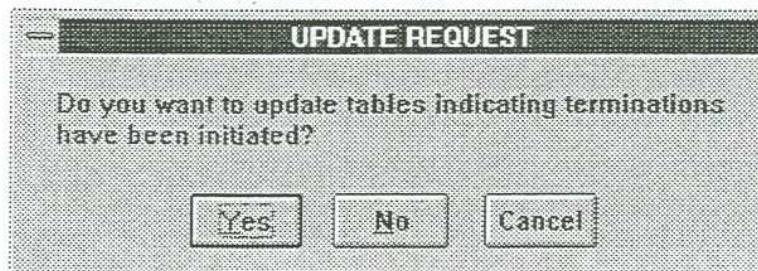
The renewal date on the Federal subsidy form is determined by adding 365 or 366 (depending on whether it is leap year) to the re-certification date.

MONTHLY LISTING OF TERMINATIONS DUE TO AGE

This report is generates a listing of children receiving State and/or Federal subsidies who are due to be terminated because of age for the year and month entered. Termination is determined by the following criteria:

- Subsidy is not terminated
- Child is > 18 for State Subsidy
- Child is > 17 for Federal Subsidy
- Child is > 20 for either State or Federal

This report will also trigger printing the notice of termination letter and terminate that child's subsidy. After you have entered the year and month you will be prompt with the box shown below as to whether or not you want to update the subsidy table indicating child is to be terminated and termination notification has occurred.



A dialog box titled "UPDATE REQUEST" with a question and three buttons.

UPDATE REQUEST

Do you want to update tables indicating terminations have been initiated?

If you want to print the listing of children due for terminations and the notice of termination letters and update the subsidy table showing that the termination letters have been generated and the child is terminated with reason code 01, click on the Yes button.

If you only want to print a listing of children due for terminations click on the No button.

Clicking on the Cancel will terminate the report program and return you the Monthly Report Menu.

The termination date is calculated as the first day of the next month following the child's birthday. For example, if the child's birth month is December, the termination date will be January 01.

SECOND NOTICE OF RECERTIFICATIONS

This report generates a listing of children receiving State and/or Federal subsidies who are due to be re-certified and have not responded to the initial re-certification letter for the year and month entered. Second notice of re-certification is determined by the following criteria:

Subsidy is not terminated
Initial Notice has been sent

This report will also trigger printing the second notice of re-certification letter and the Federal and/or State subsidy forms. After you have entered the year and month you will be prompt with the box shown below as to whether or not you want to update the subsidy table indicating a second notice of re-certification has occurred.



A dialog box titled "UPDATE REQUEST" with a question and three buttons.

UPDATE REQUEST

Do you want to update tables indicating second recertification notices have been initiated?

If you want to print the listing of children due for second notice of re-certifications and the second notice of re-certification letters and the appropriate subsidy forms and update the subsidy table showing that the second notices of re-certification have been generated, click on the Yes button.

If you only want to print a listing of children due for second notice of re-certifications click on the No button.

Clicking on the Cancel will terminate the report program and return you the Monthly Report Menu.

The return date on the second notice letter is the last day of the year and month in which the report is run. For example, if you run this report in December, the return date will be January 31. This date is not determined by the month and year you entered, but by today's date.

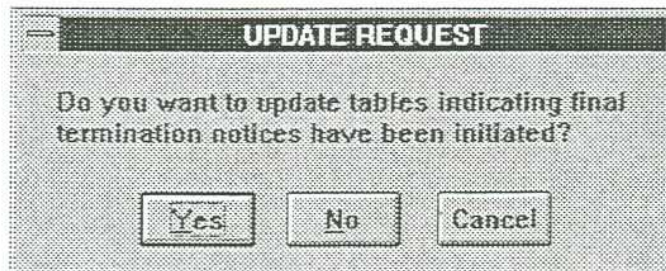
The renewal date on the Federal subsidy form is determined by adding 365 or 366 (depending on whether it is leap year) to the re-certification date.

FINAL NOTICE OF RECERTIFICATIONS

This report generates a listing of children receiving State and/or Federal subsidies who are due to be terminated for failure to respond to two notices of re-certification for the year and month entered. Notice of termination is determined by the following criteria:

Subsidy is not already terminated
Second Notice has been sent

This report will also trigger printing the notice of termination letter. After you have entered the year and month you will be prompt with the box shown below as to whether or not you want to update the subsidy table indicating a termination notice for failure to re-certify has occurred.



If you want to print the listing of children due for termination notices and print the termination notice letters and update the subsidy table showing that the termination notices have been generated and the child is terminated with reason code 10, click on the Yes button.

If you only want to print a listing of children due for termination notices click on the No button.

Clicking on the Cancel will terminate the report program and return you the Monthly Report Menu.

The termination date will be the first day of the month in which this report is run.

SECTION IV-C: SUBSIDY PAYROLL RE-PRINT MENU

This option will only re-print payroll records that have a payroll status of "P". From the Report Menu click on the Re-Print Subsidy Payroll Report Menu button. The following screen should appear.

DEPARTMENT OF HUMAN RESOURCES - ADOPTION SUBSIDY PAYROLL RE-PRINT MENU

File Edit View Form Record Properties Tools Window Help

☐ Re-Print Non-Recurring Adoption Expenses Subsidy Payroll

☐ Re-Print State Medical Subsidy Payroll

☐ Re-Print State Subsidy Payroll

☐ Re-Print Federal Subsidy Payroll

☐ Re-Print SSI Subsidy Payroll

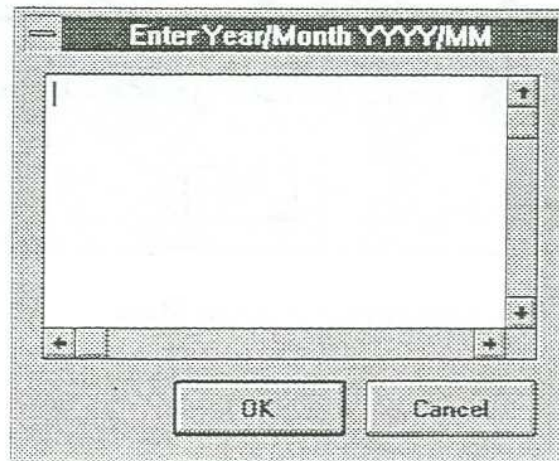
☐ Re-Print Social Security/VA Subsidy Payroll

Report Menu

Select the desired option by clicking on the appropriate button.

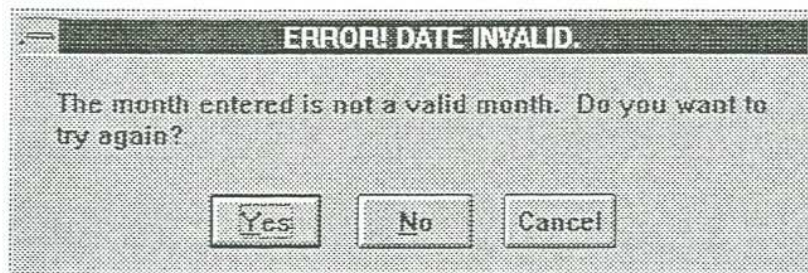
- Re-Non-Recurring Adoption Expenses Subsidy Payroll
- Re-State Medical Subsidy Payroll
- Re-State Subsidy Payroll
- Re-Federal Subsidy Payroll
- Re-SSI Subsidy Payroll
- Re-Social Security/VA Subsidy Payroll

For each of the subsidy payrolls you want to re-print you will be prompted to enter the year and month for which the payroll was run with the following box:

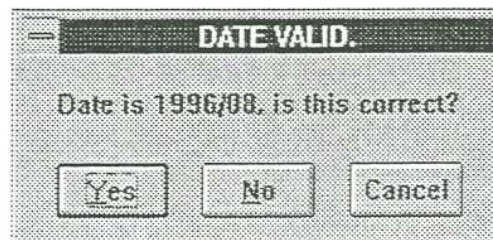
A dialog box titled "Enter Year/Month YYYY/MM". It features a large rectangular text input area with a vertical cursor on the left. Below the input area are two buttons: "OK" and "Cancel".

You must enter a four digit year followed by a "/", followed by a 2 digit month. For example, 1996/08.

If the date entered is invalid you will be shown an error box stating what the error is. You will then be given the option of quitting (No or Cancel) or re-entering (Yes) the date.

A dialog box titled "ERROR! DATE INVALID.". The text inside reads: "The month entered is not a valid month. Do you want to try again?". At the bottom are three buttons: "Yes", "No", and "Cancel".

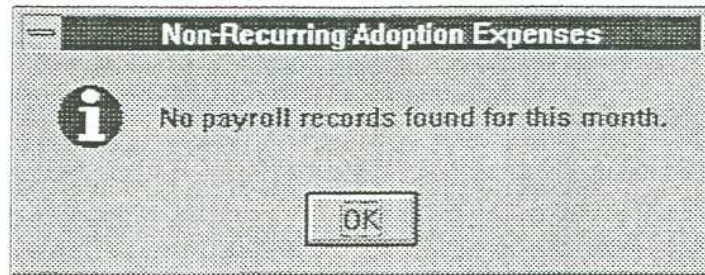
Once a valid year and month have been entered, you will be asked to confirm if the year and month are correct. If you select No, you will be given the option to enter another date. If you select Cancel the process will terminate and you will return to the Subsidy Payroll Report Menu.

A dialog box titled "DATE VALID.". The text inside reads: "Date is 1996/08. is this correct?". At the bottom are three buttons: "Yes", "No", and "Cancel".

Next, the following message will appear at the bottom of the screen:

Please wait...Querying database.

If no payroll records are found, the following message box will appear on your screen:



Click on OK to return the Subsidy Payroll Report Menu.

Otherwise, if payroll records are found, a report will be printed.

SECTION IV-D: RE-PRINT SUBSIDY FORMS FOR A PARTICULAR PAYEE:

This option will only re-print the federal and state subsidy forms for a particular payee. From the Report Menu click on the Re-Print Subsidy Forms For A Particular Payee button. The following screen should appear.

[illegible]

In order to move through the child table, you may use the up/down, left/right arrow keys or you may use the scroll bars to the right and bottom of the table frame.

To print subsidy forms for a particular payee, use the **Locate/Loc. Next** buttons to find the payee you want. Once you have located the payee, click on the **Print Subsidy Forms** button and the forms will be printed to each child associated with that payee.

1. To find a particular record in the database:

- Click on the Locate button.
- Locate Value Dialog box appear.
- Choose the field that contains the value you want to locate. Select field by clicking on the down arrow under Fields located near the bottom of the dialog box.
- Choose if you want Paradox to match capitalization.
- Choose the pattern matching option you want. For more information on pattern matching see Appendix A.
- Enter value to search in the value box.
- Click on the OK button.
- After the locate is completed a dialog box will be displayed if the locate was not successful. Click on the OK button. If the locate was successful, the record with the first occurrence of that value will be displayed on the screen.

2. To find the next occurrence of locate value:

- Click on Locate Next button.
- After the locate next is completed a dialog box will be displayed if the locate next was not successful. Click on the OK button. If the locate next was successful, the record with the next occurrence of that value will be displayed on the screen.

3. To Cancel Input or "UNDO":

- Pressing this button will "undo" any changes.

4. To return to Main Menu:

- Click on Main Menu button.

5. To Print Subsidy Forms:

- Locate payee you wish to print subsidy forms for.
- Click on the Print Subsidy Forms button.

Section V
Maintenance

SECTION V: MAINTENANCE MENU

From the **Main Menu** click on the Maintenance button. The following screen should appear:

The screenshot shows a web browser window with a title bar that reads "DEPARTMENT OF HUMAN RESOURCES - [ASP MAINTENANCE MENU]". Below the title bar is a menu bar with the following items: File, Edit, View, Form, Record, Properties, Tools, Window, and Help. The main content area of the browser contains a single button labeled "Division/Director Name Change". At the bottom of the browser window, there is a status bar with the text "Main Menu".

Select the desired option by clicking on the appropriate button.

- Division/Director Name Change

DIVISION/DIRECTOR NAME CHANGE

From the Maintenance Menu click on the Division/Director Name Change button. The following screen should appear.

DEPARTMENT OF HUMAN RESOURCES - [ASP DIVISION/DIRECTOR NAME CHANGE]	
File	Edit View Form Record Properties Tools Window Help

Division Name:	Adult, Child & Family Services Division
Division Director:	J. Christine Kerfall
Office:	Office of Adoption
Supervisor:	Carnie K. Burton
Report Initials:	DS/ffs
Report Year:	1997

Mainten. Menu

CANCEL INPUT

1 of 1 [ASPDIV.DBI]	Edit
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This screen allows you to enter division information that will be used in the reports that are generated in this system.

Division Name - Name of the division. Type name as it will appear on the reports.

Division Director - Name of division director. Type name as it will appear on the reports.

Office - Section name, for example Office of Audit.

Supervisor - Name of supervisor who will be the contact person in the re-certification and termination letters.

Report Initials - The initials you want to show on the letters. For example, AA/cca.

Report Year - enter four digit year. Format YYYY.

1. To return to the Maintenance Menu:

- Click on the Mainten. Menu button

2. To Cancel Input or "UNDO":

- Pressing this button will "undo" any change made while you are editing the Division information.

Section VI

Database Structure

DATABASE STRUCTURE
ASPPAYEE.DB FILE
PAYEE INFORMATION

Field Name	Type	Size	Key	Field ID	Required Field	Default Value	Picture Value	Table Lookup
Payee ID	A	11	*	1	*		### ## #####	
Payee ID Suffix	A	2		2			##	
Greeting #1	A	12		3			&*@	ASPLUSAL.DB
Title #1	A	15		4			!*@	
LN #1	A	20		5	*		&*@	
FN #1	A	15		6	*		&*@	
MI #1	A	1		7			&	
Name #2	A	40		8			&*@	
Name Ind	A	1		9			{F,S, }	
Report Name #2	A	46		10				
C/O	A	40		11			&*@	
Report C/O Name	A	44		12				
Address	A	40		13			!*@	
City	A	20		14			&*@	
State	A	2		15		AL	*!	
Zip	A-	10		16			*5{#}[-*4#]	
Telephone	A	14		17			[(*3{#})]*3{#}-*4{#}	
County	A	2		18			##	COUNTY.DB
and/Or	A	3		19		and		

Type Definitions:

A - Alpha and/or Numeric characters
D - Date field - format MM/DD/YYYY
M - Memo field - enter as much information as you want
\$ - Dollar amount field
S - Short numeric field
I - Interger
N - Long numeric

Picture Value Definitions:

- Numeric Digit only
& - Any Letter - Convert to Uppercase
! - Any Character - Convert to Uppercase
@ - Any Character
* - Any number of repeats of the following characters

DATABASE STRUCTURE
 ASPCHILD.DB FILE
 CHILD INFORMATION

Field Name	Type	Size	Key	Field ID	Required Field	Default Value	Picture Value	Table Lookup
Payee ID	A	11	*	1	*		### ## #####	
Child ID	A	11	*	2	*		### ## ###!	
Last Name	A	25		3	*		&*@	
First Name	A	15		4	*		&*@	
MI	A	1		5			&	
DOB	D			6			##/##/####	
Placement Date	D			7			##/##/####	
Ward/Case Number	A	10		8			*!	
Medicaid Flag	A	1		9			{Y,N, }	
Memo	M	30		10				

Type Definitions:

A - Alpha and/or Numeric characters
 D - Date field - format MM/DD/YYYY
 M - Memo field - enter as much information as you want
 \$ - Dollar amount field
 S - Short numeric field
 I - Integer
 N - Long numeric

Picture Value Definitions:

- Numeric Digit only
 & - Any Letter - Convert to Uppercase
 ! - Any Character - Convert to Uppercase
 @ - Any Character
 * - Any number of repeats of the following characters

DATABASE STRUCTURE
ASPSUBSI.DB FILE
SUBSIDY INFORMATION

Field Name	Type	Size	Key	Field ID	Required Field	Default Value	Picture Value	Table Lookup
Payee ID	A	11	*	1	*		### ## #####	
Child ID	A	11	*	2	*		### ## ###!	
Subsidy Type	A	1	*	3	*		#	ASPLUSUB.DB
Level Of Care	A	1		4				
Effective Date	D			5	*		##/##/####	
Recertification Date	D			6			##/##/####	
Termination Date	D			7			##/##/####	
Termination Reason	A	2		8			##	ASPLUTER.DB
Amount	\$			9				
Intial Recert Letter Sent	A	1		10			!	
Date IRLS	D			11			##/##/####	
Notice 2 Sent	A	1		12			!	
Date N2S	D			13			##/##/####	
Term Notice Sent	A	1		14			!	
Date TNS	D			15			##/##/####	
Emancipation Date	D			16			##/##/####	
Payment Flag	A	1		17		N	{Y,N}	

Type Definitions:

A - Alpha and/or Numeric charactors
D - Date field - format MM/DD/YYYY
M - Memo field - enter as much information as you want
\$ - Dollar amount field
S - Short numeric field
I - Interger
N - Long numeric

Picture Value Definitions:

- Numeric Digit only
& - Any Letter - Convert to Uppercase
! - Any Character - Convert to Uppercase
@ - Any Character
* - Any number of repeats of the following characters

DATABASE STRUCTURE
ASPPAYAB.DB FILE
PAYROLL HISTORY

Field Name	Type	Size	Key	Field ID	Required Field	Default Value	Picture Value	Table Lookup
Payee ID	A	11	*	1	*		### ## #####	
Child ID	A	11	*	2			### ## ###!	
Subsidy Type	A	1	*	3			#	
Year Month	A	7	*	4			#####	
Number of Days	S			5			##	
Rate	\$			6				
Amount	\$			7				
Invoice Number	A	11		8				
Payroll Status	A	1		9		R		ASPLUSTA.DB

Type Definitions:

A - Alpha and/or Numeric characters
 D - Date field - format MM/DD/YYYY
 M - Memo field - enter as much information as you want
 \$ - Dollar amount field
 S - Short numeric field
 I - Interger
 N - Long numeric

Picture Value Definitions:

- Numeric Digit only
 & - Any Letter - Convert to Uppercase
 ! - Any Character - Convert to Uppercase
 @ - Any Character
 * - Any number of repeats of the following characters

DATABASE STRUCTURE
ASPDIV.DB FILE
DIVISION INFORMATION

Field Name	Type	Size	Key	Field ID	Required Field	Default Value	Picture Value	Table Lookup
Divison Name	A	50		1				
Division Director	A	30		2				
Office	A	25		3				
Supervisor	A	30		4				
Report Initials	A	7		5				
Report Year	A	4		6			####	

Type Definitions:

A - Alpha and/or Numeric characters
D - Date field - format MM/DD/YYYY
M - Memo field - enter as much
information as you want
\$ - Dollar amount field
S - Short numeric field
I - Integer
N - Long numeric

Picture Value Definitions:

- Numeric Digit only
& - Any Letter - Convert to Uppercase
! - Any Character - Convert to Uppercase
@ - Any Character
* - Any number of repeats of the following
characters

DATABASE STRUCTURE
ASPLUREC.DB FILE
RECERTIFICATION SUBSIDY INFORMATION

Field Name	Type	Size	Key	Field ID	Required Field	Default Value	Picture Value	Table Lookup
Recert Type	A	1	*	1				
Title	A	40		2				
Para1	M	50		3				

Type Definitions:

A - Alpha and/or Numeric characters
D - Date field - format MM/DD/YYYY
M - Memo field - enter as much information as you want
\$ - Dollar amount field
S - Short numeric field
I - Interger
N - Long numeric

Picture Value Definitions:

- Numeric Digit only
& - Any Letter - Convert to Uppercase
! - Any Character - Convert to Uppercase
@ - Any Character
* - Any number of repeats of the following characters

Recert Type	Title	Para1
3	ADOPTION SUBSIDY RECERTIFICATION	(This Adpotion Recertification Agreement is entered into pursuant to the Alabama Subsidized Adoption Act –Act No. 79-691 Regular Session, 1979)
4	FEDERAL ADOPTION SUBSIDY RECERTIF	This is a renewal of the Adoption Assistance Agreement.

DATABASE STRUCTURE
ASPLUSAL.DB FILE
SALUTATION INFORMATION

Field Name	Type	Size	Key	Field ID	Required Field	Default Value	Picture Value	Table Lookup
Title	A	12	*	1				

Type Definitions:

A - Alpha and/or Numeric characters
D - Date field - format MM/DD/YYYY
M - Memo field - enter as much
information as you want
\$ - Dollar amount field
S - Short numeric field
I - Interger
N - Long numeric

Picture Value Definitions:

- Numeric Digit only
& - Any Letter - Convert to Uppercase
! - Any Character - Convert to Uppercase
@ - Any Character
* - Any number of repeats of the following
characters

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Title
Miss.
Mr.
Mr. and Mrs.
Mrs.
Ms.

DATABASE STRUCTURE
ASPLUSTA.DB FILE
PAYROLL PRINTING STATUS INFORMATION

Field Name	Type	Size	Key	Field ID	Required Field	Default Value	Picture Value	Table Lookup
Status Code	A	1	*	1	*		!	
Status	A	22		2			*!	

Type Definitions:

A - Alpha and/or Numeric characters
D - Date field - format MM/DD/YYYY
M - Memo field - enter as much
information as you want
\$ - Dollar amount field
S - Short numeric field
I - Interger
N - Long numeric

Picture Value Definitions:

- Numeric Digit only
& - Any Letter - Convert to Uppercase
! - Any Character - Convert to Uppercase
@ - Any Character
* - Any number of repeats of the following
characters

DATABASE STRUCTURE
ASPLUSUB.DB FILE
SUBSIDY NAME INFORMATION

Field Name	Type	Size	Key	Field ID	Required Field	Default Value	Picture Value	Table Lookup
Subsidy Type	A	1	*	1			!	
Subsidy	A	39		2			*!	

Type Definitions:

A - Alpha and/or Numeric characters
D - Date field - format MM/DD/YYYY
M - Memo field - enter as much information as you want
\$ - Dollar amount field
S - Short numeric field
I - Interger
N - Long numeric

Picture Value Definitions:

- Numeric Digit only
& - Any Letter - Convert to Uppercase
! - Any Character - Convert to Uppercase
@ - Any Character
* - Any number of repeats of the following characters

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Status Code	Status
P	PAYROLL PRINTED
R	READY TO PRINT PAYROLL

Subsidy Type	Subsidy
1	NON-RECURRING ADOPTION EXPENSES
2	STATE MEDICAL SUBSIDY
3	STATE SUBSIDY
4	FEDERAL SUBSIDY
5	SSI SUBSIDY
6	SOCIAL SECURITY/VA SUBSIDY

DATABASE STRUCTURE
ASPLUTER.DB FILE
TERMINATION REASON INFORMATION

Field Name	Type	Size	Key	Field ID	Required Field	Default Value	Picture Value	Table Lookup
Term Code	A	2	*	1			##	
Term Reason	A	25		2			*!	

Type Definitions:

A - Alpha and/or Numeric characters
D - Date field - format MM/DD/YYYY
M - Memo field - enter as much
information as you want
\$ - Dollar amount field
S - Short numeric field
I - Interger
N - Long numeric

Picture Value Definitions:

- Numeric Digit only
& - Any Letter - Convert to Uppercase
! - Any Character - Convert to Uppercase
@ - Any Character
* - Any number of repeats of the following
characters

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Term Code	Term Reason
01	AGE
02	DEATH
03	FAILURE TO BE RECERTIFI
10	OTHER

DATABASE STRUCTURE
COUNTY.DB FILE
COUNTY INFORMATION

Field Name	Type	Size	Key	Field ID	Required Field	Default Value	Picture Value	Table Lookup
County Code	A	2	*	1				
County Name	A	10		2				

Type Definitions:

A - Alpha and/or Numeric characters
D - Date field - format MM/DD/YYYY
M - Memo field - enter as much
information as you want
\$ - Dollar amount field
S - Short numeric field
I - Interger
N - Long numeric

Picture Value Definitions:

- Numeric Digit only
& - Any Letter - Convert to Uppercase
! - Any Character - Convert to Uppercase
@ - Any Character
* - Any number of repeats of the following
characters

County Code	County Name
01	AUTAUGA
02	BALDWIN
03	BARBOUR
04	BIBB
05	BLOUNT
06	BULLOCK
07	BUTLER
08	CALHOUN
09	CHAMBERS
10	CHEROKEE
11	CHILTON
12	CHOCKTAW
13	CLARKE
14	CLAY
15	CLEBURNE
16	COFFEE
17	COLBERT
18	CONECUH
19	COOSA
20	COVINGTON
21	CRENSHAW
22	CULLMAN
23	DALE
24	DALLAS
25	DEKALB
26	ELMORE
27	ESCAMBIA
28	ETOWAH
29	FAYETTE
30	FRANKLIN
31	GENEVA
32	GREENE
33	HALE
34	HENRY
35	HOUSTON
36	JACKSON
37	JEFFERSON
38	LAMAR
39	LAUDERDALE
40	LAWRENCE
41	LEE
42	LIMESTONE
43	LOWNDES
44	MACON
45	MADISON
46	MARENGO
47	MARION
48	MARSHALL
49	MOBILE
50	MONROE
51	MONTGOMERY
52	MORGAN
53	PERRY
54	PICKENS
55	PIKE
56	RANDOLPH
57	RUSSELL
58	ST CLAIR
59	SHELBY
60	SUMTER

County Code	County Name
61	TALLADEGA
62	TALLAPOOS/
63	TUSCALOOS
64	WALKER
65	WASHINGTON
66	WILCOX
67	WINSTON
77	BESSEMER

Appendix

APPENDIX A

PATTERN MATCHING OPTIONS

1. Simple Match Patterns

By default, Paradox makes available the @ and .. wild card operators for simple pattern matching.

- @ represents and single character
- .. represents any value

2. Exact Match

If you don't want to match a pattern, choose the Exact Match button. Paradox then located only values that match exactly what you enter in the Value text box.

3. Advanced Match Patterns

Choose the Advanced Pattern Match Button if you want to use Paradox's advanced wild card operators. Table A-1 shows a list of the advanced wild card operators you can use to match patterns.

Table A-1 Wild card operators used in advanced pattern matching

Wild card	Operation
^	Beginning of field
\$	End of field
*	Match none or more of the expression before the *
+	Match one or more of the expression before the +
?	Match one or more of the expression before the ?
	Match either the characters before or after the vertical bar
[]	Match any characters contained within the brackets
[^]	Match any characters not contained within the brackets
()	Group contained characters
\	Use following wild card operator as a regular character
\r	Carriage return
\n	Linefeed
\t	Tab
\f	Formfeed

You can combine wild card operators to create sophisticated locate criteria. Table A-2 shows examples of some patterns and the results they yield.

Table A-2 Examples of pattern matching

Pattern	Result
..blue..	Blue sports, divers of blue-green, Blue Glass Happiness
blue..	Blue sports, Blue Glass Happiness
^blue..	Blue Sports, Blue Glass Happiness
^blue	Blue Sports, Blue Glass Happiness
^blue ^dive	Blue Sports, Divers of blue-green, Divers' Grotto
^(blue dive)	Blue sports, Divers of blue-green, Divers' Grotto
abc	abc
abc+	abc, abcc, abccc (any number of c's)
abc*	ab, abc, abcc, abccc, (no c or any number of c's)
abc?	ab, abc (no c or one c)
[abc]	a, b, or c
[^abc]	anything except a, b, or c
[a-z]	Any character in the range a-z
[^*^]	The characters], /, \, *, or ^
(abc)	abc
(abc)+	abc, abcabc, abcabcabc
a (an)	Either a or an
c..k	The longest possible string that begin with c and ends with k
c[^]k	A single word that begins with c and ends with k